

Department of Developmental Services – North Region
JOB OPPORTUNITY
Payroll Clerk
Human Resources Division, East Hartford

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.

Location: East Hartford

Job Posting No: 00015354

Hours: Monday through Friday 8:30am – 5:00pm; RDO's Saturday and Sunday

Salary: \$40,814.00- \$53,525.00

Closing Date: July 22, 2013

Eligibility Requirement: Candidates must have applied for and passed the Payroll Clerk exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties: Duties consistent with the Payroll Clerk job specification. Assists with the processing of a large biweekly payroll, including the audit and data entry of timesheets including high volume of overtime, shift and weekend differential, and holiday payments. Timesheets are audited, corrected, validated and data entered. Process biweekly payroll changes including credit union, withholding, direct deposit, union dues. Verify AI's & CBI's when due and check distribution. Maintain payroll forms, salary adjustments, answers payroll related questions from employees, completion of wage verifications and filing. Experience utilizing CORE-CT system to process complex payroll that includes high volume of overtime, benefits and 24-7 operations is strongly preferred. Performs related duties as required.

General Experience: Three (3) years of experience in bookkeeping, accounts payable or clerical work involving finances.

Special Experience: One (1) year of the General Experience must have involved payroll preparation.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years. One (1) year as a Financial Clerk performing payroll duties may be substituted for the General and Special Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit copies of last two performance appraisals and an Application for Employment (CT-HR-12), including the position number. **Preferred method of application is via fax to 860-622-4967.** Previous applicants need not re-apply.

Department of Developmental Services North Region
155 Founders Plaza
255 Pitkin Street
East Hartford, CT 06108
Fax Number: 860-622-4967
carol.pfeifer@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.